

SOUTHFIELD PUBLIC SCHOOLS

**Invitation to Bid
Phase III CCTV System at Southfield High School**

The Southfield Board of Education invites you to submit a bid on Security Camera Systems at Southfield High School.

All bids are to be delivered the lobby of the J.W. E. Administration Building, Southfield Public Schools, 24661 Lahser, Southfield, MI 48033, Attn.: Martha Ritchie, Purchasing Manager. Bids are to be in a sealed envelope clearly marked: "Phase III Camera" and returned no later than 2:00 p.m. EST, Tuesday, November 27, 2007 at which time bids will be opened and publicly read. Bids must be submitted on the official Form provided. The Board reserves the right to reject any and all bids. Late bids will not be accepted. A 5% bid security bond will be required.

Pre Bid Meeting:

A walk-through of the facility will be held on Tuesday, November 20, 2007 at 10:00 a.m. with all qualified and interested vendors (please meet at the east main entrance to Southfield High School, 24675 Lahser Rd, Southfield, MI 48033. **Technical information can be obtained from Jon Barth, Manager of Buildings, Grounds and Security**, John W. English Administration Building, 24661 Lahser Road, Southfield, MI 48033 (248-746-8532).

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. The [District](#) shall not accept a bid that does not include this sworn and notarized disclosure statement.

INSTRUCTIONS TO BIDDERS AND BID CONDITIONS

1. Bids are due and will be publicly read Tuesday, November 27, 2007 at 2:00 p.m. in the lobby area of the J.W. E. Administration Building, 24661 Lahser, Southfield, MI 48033 Attn.: Martha Ritchie
2. Pre Bid Meeting: A walk-through of the facility will be held on Tuesday, November 20, 2007 at 10:00 a.m. with all qualified and interested vendors (please meet at the east main entrance to Southfield High School. Technical information can be obtained from Jon Barth, Manager of Buildings, Grounds and Security, John W. English Administration Building, 24661 Lahser Road, Southfield, MI 48033 (248-746-8532).
3. Bids are to be submitted on official form in sealed envelopes, clearly marked: "Phase III Camera."
4. The Board reserves the right to reject any and all bids either in whole or in part, to reject a Bid not accompanied by the required bid security of or any other data required by the Bidding Documents or to reject a Bid which is any way incomplete or irregular and to waive informality or waive any part thereof.
5. Any questions to be directed the Purchasing Manager, Martha Ritchie, (248) 746-8518. Bids to remain firm for sixty days.
6. Southfield Public Schools is exempt from Michigan sales tax and most Federal taxes. Exemption certification information appears on all purchase orders issued by the District.
7. All respondents are required to completely inspect the project site prior to submitting a proposal in order to determine all requirements associated with this Request For Proposal. Failure to do so shall not relieve the successful vendor from the necessity of furnishing and installing, without additional cost to the district, any material and equipment or performing any labor that may be required to carry out the intent of the resulting contract.
8. All respondent to this Request for Proposal must submit with their proposal a list of current and past clients where similar service has been performed. References should include: name, address, telephone number and contact of account.
9. Any licenses or permits that may be required to perform any of the work or provide any equipment anticipated by this request for bids shall be obtained by and at the expense of the service provider. Evidence of any required licenses or permits shall be provided to the School District upon request. Any fines or penalties levied by any governmental entity for conduct by the service provider in connection with the work contemplated by this request for bids shall be paid for by the service provider.
10. 5% Bid Bond: A certified check or bank draft payable to Southfield Public Schools, or a satisfactory bid bond executed by the bidder and a surety company in the amount equal to not less than five percent of the maximum bid amount shall be submitted with each proposal.

11. Insurance Requirements: The contractor will secure and maintain during the term of the contract insurance from an insurance company authorized to do business in the State of Michigan that will protect contractors and subcontractors and the School District from all liability (public liability, personal injury, and property damage) claims that may arise from operations under the contract. The contractor may not start work until evidence of all required insurance has been submitted and approved by the School District. The contractor must cease work if any of the required insurance is canceled or expires. Three copies of certificates of insurance shall be submitted to and approved by the School District prior to the execution of the contract. The Certificate shall specifically name The Southfield Public Schools as an additional insured party. The certificates must contain the agreement of the insurance company notifying the School District in writing ten days prior to any cancellation or termination of the policy. The contractor shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the District.

The limits of insurance shall not be less than the following:

A. Workers compensation insurance in the amount required by Michigan Law.

B. General Liability Bodily Injury and property damage combined.

Each occurrence-	\$1,000,000
Aggregate -	\$1,000,000
Personal injury -	\$500,000

C. Automobile insurance for vehicles:

Bodily injury each person-	\$300,000
each accident-	\$500,000
Property damage each accident-	\$100,000

12. The successful Bidder shall provide a Performance Bond and a Labor and Material Payment Bond covering the faithful performance of the Contract and payment of all obligations arising there under, each in the amount of one hundred percent (100%) of the contract amount. The cost of such bonds shall be included in the Bid.

13. Vendor to pay prevailing wages.

14. Southfield Public Schools will not be held responsible for any costs incurred by vendors for work performed in the preparation and production of a quote or for any work performed prior to the issuance of a contract.

15. In addition to cost, the District will weigh the skills, past performance, ability to provide comprehensive services, and ability to provide post installation support when considering award of contract.

16. Once received, the bid becomes the sole property of Southfield Public Schools.

Invitation to Bid
Phase III CCTV System at Southfield High School

Location: Southfield High School is located at 24675 Lahser Road, Southfield, MI 48033 (southwest corner of 10 Mile Road and Lahser Road). The installation area includes the new gymnasium, commons, adjacent hall and room B103 (security office).

General Specifications:

The project includes the installation of two (2) Pelco, 16-channel, digital video recorders (DVRs) and two (2) wall-mounted 21 inch, flat screen monitors in the security office (B103) of Southfield High School and thirty (30) CCTV cameras in the commons, new gymnasium area and adjacent corridors. All associated cabling to security office (B103) and power supplies must be included, installed and tested. Incomplete bids will be rejected without further review.

Digital video management software (Pelco) must be included that allows recording of up to 16 cameras with sufficient resolution to capture up to 30 days with 1 terabyte of internal hard drive storage. The DVR must include a DVD writer with advanced search capability. The digital video management system must be designed to display CCTV camera live feed in multiple locations. The digital video management system shall be microprocessor based, operate on and use the security of the Microsoft Windows XP Professional operating system. The unit shall combine multiplexing, alarm/event detection, video, audio and text recording. The unit must simultaneously record, play back and archive video, text and audio while using sophisticated search functions to define and find only those important events that meet certain search criteria. The system must be network-ready.

Two (2) pan/tilt/zoom (PTZ) cameras will be wall-mounted (brick) on the north, exterior wall of the new gymnasium. Cameras shall be day/night, high-resolution color, with PTZ capability, and mounted in a high impact vandal resistant housing. The assemblies should be low profile housing units again made to be impact and vandal resistant.

Cabling must be plenum rated if above ceiling. Conduit or approved wire-mold if installed below hard ceiling.

Vendor shall perform all labor and provide all materials and licenses necessary to make the system fully operational and integrated with Southfield Public Schools' CCTV system.

Product Specifications:

IS90-CWV9	Pelco HI RES DOME AI, VF 3-9mm	Nine (9) corridor cameras <i>Labeled “A” (and shown in red) on camera location drawing</i>
IS90-CWV9	Pelco HI RES DOME AL, VF 3-9mm	Nine (9) commons cameras <i>Labeled “B” (and shown in blue) on camera location drawing</i>
C-1380UH-6V3A	Pelco HI RES CAMERAS	Eight (8) gym cameras (pendant) <i>Labeled “C” (and shown in green) on camera location drawing</i>
*SPOO-500W (white)	Exodus PENDANT DOMES	Eight (8) – for gym cameras
IS90-CWV9	Pelco HI RES DOME	Two (2) at exterior, gym locker doors <i>Shown in black on camera location drawing</i>
*SD44CBW-PG-EO	Pelco OUTDOOR PTZ DAY/NIGHT CAMERAS-23X ZOOM	Two (2) at exterior north gym wall <i>Labeled “D” (and shown in yellow) on camera location drawing</i>
SD435-PG-E1	EXT. CAMERA MOUNTS	Two (2) at exterior north gym wall
WCS1-4	POWER SUPPLY	Two (2)
	21” HI RES Flat Screen Monitor	Two (2)
	Monitor (Wall) Mounts	Two (2)
KBD300A w/KIT	PTZ CONTROLLER	One (1)
CM9760-CDU-T	Matrix CODE UNIT	One (1)
DX8116-1000	PELCO DVR 16CH-1000	Two (2)

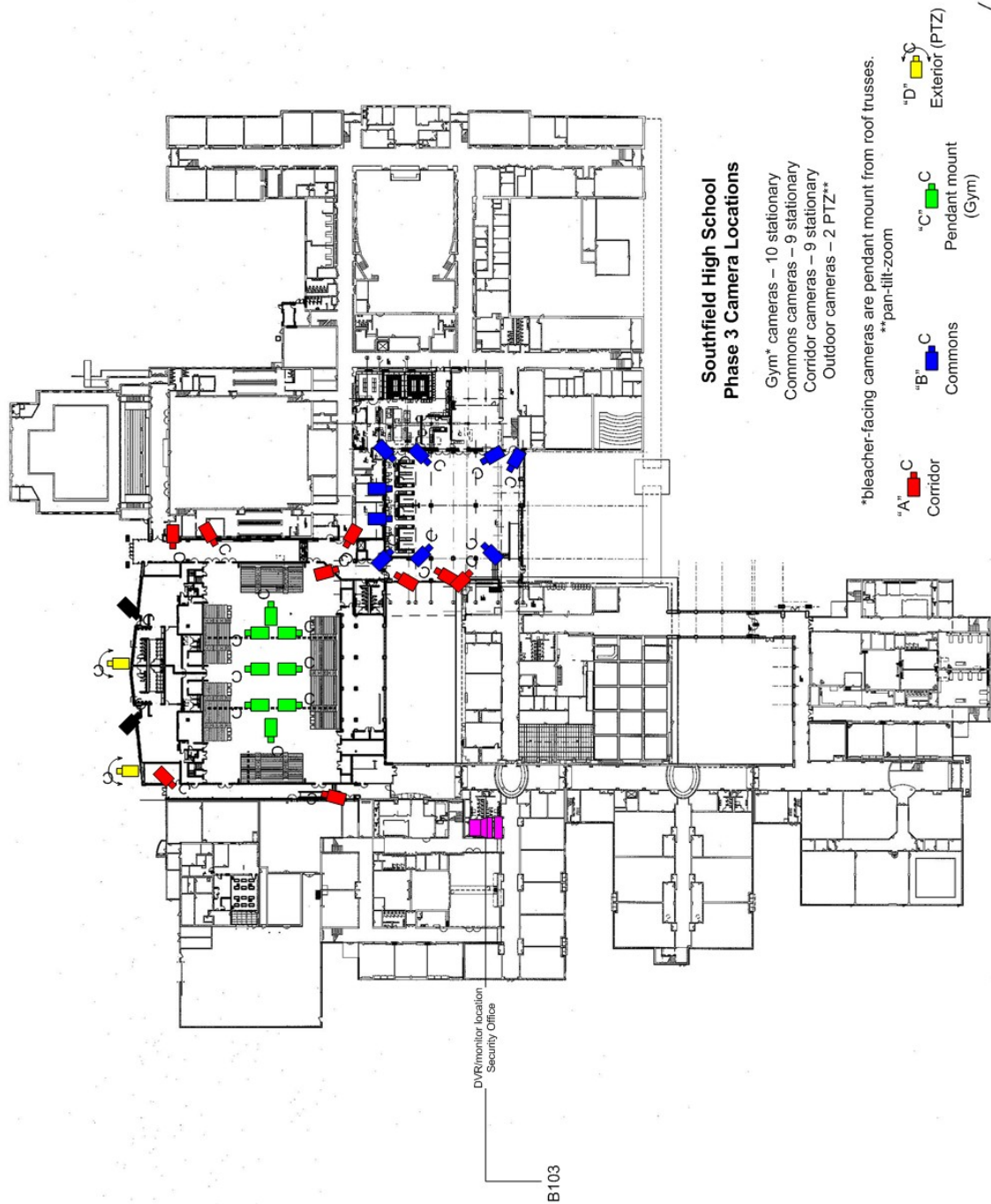
Installation

The District requires installation of all components. Installation is to include:

- Installation of all equipment (incl. DVRs and monitors in SHS security office)
- Training (minimum 2 hours – on site)
- Testing and verification of the system.
- Prints/wiring diagrams depicting the final as built configuration.

*Amended page 5 of 7

Camera Locations:



**Southfield Public Schools
Official Bid Form
Phase III CCTV System at Southfield High School**

The undersigned having familiarized himself with all local conditions to be encountered affecting the cost of the work and examined the contract documents does hereby propose to perform everything required to be performed and to furnish all of the labor, materials, services, equipment and tools necessary to complete the work required in connection with the said, project, in accordance with the contract for:

\$ _____

NAME OF COMPANY: _____

SIGNATURE & TITLE REPRESENTATIVE: _____

ADDRESS: _____ CITY, STATE, ZIP _____

TELEPHONE: _____ FAX: _____

CELLULAR: _____ DATE: _____